

## TOWN MEETING COORDINATING COMMITTEE

### Fiscal Year 2013

The seven members of the Town Meeting Coordinating Committee (TMCC) are elected by Town Meeting to help Town Meeting function effectively as the Town's legislative body. They work to help prepare members of Town Meeting to make informed votes on warrant articles and to be sure that procedures and facilities serve sessions well. TMCC also reaches out to the public about Town Meeting. This year the committee met 23 times and there were 4 meetings of subcommittees.

During the past year TMCC:

- Posted information and announcements related to Town Meeting on its listserv regularly.
- Updated and added material to the TMCC page of the Town Website throughout the year.
- Prepared information about Town Meeting for the 2 packets mailed to Town Meeting members before spring and fall meetings.
- Circulated guidelines to help those presenting material, particularly visual material, at Town Meeting.
- Called attention to difficulty the audience has been having to read projections due to overhead lighting on the stage. A new projector with increased power will be available soon.
- Arranged for special seating for handicapped and physically challenged Town Meeting members.
- Held Warrant Review meetings, cosponsored by the League of Women Voters, to introduce all warrant articles.
- Held bus tours to visit sites related to articles.
- Held precinct meetings.
- Before the Town Election, sent post cards to members of Town Meeting who had expiring terms and made welcome calls to new members.
- Held an orientation meeting for new members.
- Between fall and spring meetings, sponsored an information forum, **Greening Amherst,---Our Budget, Our Master Plan, Our Planet.**
- Reviewed evaluation forms from TMCC events, suggestions and concerns received in the suggestion box, as well as comments about Town Meeting from the public and the Select Board.
- Met with Town Manager, John Musante to discuss Town Meeting, the TMCC budget and continued support for partial help for family members needing care during Town Meeting. A survey was done about dependent care.
- In response to our concern about making it easier for Town Meeting members to prepare 4 copies of amendments to articles, the IT Department provided the use of a printer.
- Met with the new Town Moderator, Jim Pistrang and attended a meeting he held after Annual Town Meeting for Town staff involved with Town Meetings. Several facility and procedural concerns were addressed, resulting in improvements, including an offer to have IT available to help presenters of articles and amendments.
- Began the updating and revision of a new Zoning Primer to help Town Meeting members understand zoning articles. In addition there were plans to ask the Planning Board to take part in a meeting to explain how zoning works and to include time for lots of questions.
- Continued looking for ways to improve the audio control system in the auditorium and help for those needing hearing support.

The Town Meeting Coordinating Committee welcomes questions, suggestions and concerns about Town Meeting.

#### TMCC Members

Margaret Roberts, Chair  
Mary Streeter, Vice-Chair  
Patricia G. Holland, Clerk  
Nonny Burack, Stacker  
TracyLee S. G. Boutilier  
Melissa H. Perot  
Alan W. Powell

Aaron A. Hayden, Select Board Liaison